INTERNAL QUALITY ASSURANCE CELL
S. D. COLLEGE BARNALA
Phone: 230005 Fax: 241505
Website: www.sdcollegeinstitutions.org; Email: iqac.sdcbnl@gmail.com

Minutes of the meeting of IQAC of S. D. College, Barnala held on 22-05-2021 at 10 a.m. in the faculty Hall of the college.

Members present:

Dr. Rama Sharma (Chairperson) — Dr M. L. Bansal

Dr. T.K. Sahu — Dr V. K. Bansal

Prof. Amrish Kumar — Prof. Neeru Goel

Dr. Rajesh Gupta (Coordinator) — Prof. Shoaib Zafar

Prof. Ashwani Sikri — Dr. Kulbhushan Rana

Prof. Anamika Bhardwaj — Prof. Gaurav Singla

Sh. Sukhpal Singh — Prof. Balwinder Kumar

Ms. Kusam Sharma — Sh. Yogesh Kumar

1. Dr. Rajesh Gupta welcomed the members of the IQAC.
2. The minutes of previous meeting held on 2nd March 2021 were confirmed.
3. The house discussed in detail Plan of action chalked out by the IQAC for the session 2020-21 and the execution of the same/outcomes achieved.

Plan of Action	Achievements/ Outcomes
1. Preparation and submission of proposal for the introduction of UGC sponsored vocational courses of Software Development, Journalism & Multimedia Technologies and Nutritional & Health Care Science. under the National Skill Qualification Framework (NSQF).	College submitted the proposals for three UGC sponsored vocational courses of Software Development, Journalism & Multimedia Technologies and Nutritional & Health Care Science. These courses were approved by UGC and were introduced in the college from this session and are running successfully.
2. To apply under Star College Scheme of Department of Biotechnology, Govt. of India.	The College prepared and submitted the proposal. In April 2021 Deptt. Of Biotechnology, Government of India granted approval for the introduction of above said scheme for the

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	departments of Physics, Chemistry, Biology and Mathematics.
3. Staff should motivate and encourage the students to participate more vigorously in online curricular and extra-curricular activities such as debate, declamation, quiz, slogan writing, poem writing, essay writing, painting, rangoli etc. Moreover, college should actively participate in activities and programs organized/sponsored/directed by govt, district administration and university strictly following the Covid-19 guidelines.	Students participated in online and offline curricular and extra-curricular activities and celebrated various days such as, Service of Humanity in the time of Pandemic-19, E-Poster Making Competition, Indian Freedom Struggle and NSS-Quiz Competition, Online Slogan Competition, Fit India Rally, Seminar on Road Safety, Hindi Diwas-Quiz Competition, World Environment Day, World Tobacco Day, International Yoga Day, 3 Days Online Yoga Workshop, Cancer Awareness Day, Lecture on Swachhata Pakhwara, Kargil Diwas Celebration, Participation in District level Republic day Function, Participation in Online Training for Covid-19 Volunteers, etc.
4. During Covid-19 pandemic online theory and practical classes for this session be conducted from the college campus strictly as per Time Table through the use of online meeting apps.	Teachers conducted Online theory and practical classes for the session from the college campus as per Time Table through the use of online meeting apps such Google Meet, Zoom App, Free Conference App, etc.
5. To conduct workshop on Video conference platforms for teaching staff to train them to use these platforms for conducting online classes, to provide lectures to students, to receive assignments and solve problems and doubts of the students.	A three days Workshop on three different video conferencing platforms for virtual classes-Google Meet, Free Conference Call and Zoom App was to train the teaching staff to use these platforms to conduct classes in online mode was conducted from 20-22 August 2020. Two online workshops for staff and students were conducted on Advanced Excel & MS Word features and Microsoft Word Skills
6. To provide dedicated high speed Wi-Fi connectivity in the classrooms and laboratories for smooth conduct of online classes as per the Time Table.	Dedicated high speed Wi-Fi connectivity was provided in the classrooms and laboratories so that online theory and practical classes may be conducted smoothly as per the Time Table.
7. Wherever needed Computers and Web Cameras be provided for effective online teaching from classrooms & laboratories.	Computers and Web Cameras were provided for effective online teaching from classrooms & laboratories.
8. To purchase student benches and office furniture for comfortable sitting of students of B.Voc. MLMDT program before the start of offline teaching classes.	Student benches and office furniture were purchased for the department of B.Voc. MLMDT.

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9. To conduct Academic and Administrative during the session for evaluating and improving the standards of academic and administrative functioning.	Academic and Administrative Audit was conducted by IQAC Peer Team on 04/05/2021
10. Keeping in mind the significance of environmental issues and for sustainable and harmonious development, to conduct Environment audit, Green audit and Energy audit for the campus.	Environment Audit and Green Audit Reports had already been submitted by the committees specially constituted for the purpose. Energy Audit Report was still under process.
11. To hire cloud-based College ERP software to completely automate and integrate most of the processes of our college, such as admissions, administrative, academic, financial, infrastructure, communication. As it may address the information and data processing needs of all stakeholders and end users –viz. students, teachers and support staff.	Software has been hired from Master Soft ERP Solutions Pvt. Ltd. Nagpur.
12. Filling of vacant grant-in-aid teaching posts at the earliest preferably before the commencement of the session.	One assistant professor each has been recruited on grant-in-aid posts in departments of Physics and Hindi respectively.
13. Conducting of webinars and on different issues by teaching departments for improving the teaching-learning process, for strengthening online teaching process and for moral boosting of staff and students during Covid-19 pandemic period.	Webinars were conducted on topics such as: a) Be A Winner During Lockdown. b) Art of Public Speaking c) Science and Research. d) Nanotechnology: A Multidisciplinary Technology of 21st Century. e) Health and Fitness: Challenges and Opportunities During Covid-19 Pandemic. f) Covid-19 & Indian Taxation System. g) Stress Management during COVID-19. h) Impact of Covid-19 on Indian Economy. i) Formation of Indian Constitution: A Historical Perspective. j) Sri Guru Tegh Bahadur: Travels and Martyrdom. k) Indian Parliamentary System: Structure and Functions. l) Mathematical Thinking

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14. All the three newly approved B.Voc. programs be started from this very session and to make special efforts to run these courses on professional lines.	All the three new B.Voc. programs of Software Development, Journalism and Multimedia Technologies and Nutrition & Health Care Science were started from this session and are running successfully.
15. Committee/committees be constituted to prepare and submit the proposal to meet the requirements of staff, infrastructure and lab facilities for running of these newly added skill based courses (B.Voc.), so that necessary arrangements be made for running these programs smoothly and effectively. They would also prepare syllabus/ordinance of these programs.	A committee comprising Prof Ashutosh Dharni, Prof Gurparvesh and Prof Niti was constituted on 26/09/20 to prepare and submit the proposal to meet the requirements. It also prepared syllabus/ordinance of these programs.
16. Journalism and Multimedia Technologies department may be shifted to the top floor of the new building for setting up of Studio, the infrastructure and other facilities in tune with the objectives of B.Voc. program.	Department was shifted to the top floor of the new building for setting up of the Studio the infrastructure and other facilities in tune with the objectives of the program.
17. To fill grant-in –aid posts of Clerk and J.L.A. at the earliest.	Both the grant-in-aid posts of Clerk and J.L.A. were filled.
18. Students be facilitated and helped in appearing in online University exams. They may be advised to submit hard copies of their answer sheets if they were unable to send the PDFs. However, no compromise be made in observing the Covid-19 guidelines.	During the conduct of university exams for exit classes students were fully facilitated and helped in appearing in online exams. Those students who were unable to send the PDFs of their answer sheets, arrangements were made to let them submit hard copies of their answer sheets in the college observing strictly the COVID-19 guidelines.
19. To shift departments and classes of Commerce, Management, Economics and Mathematics to the building vacated by School after renovation, repair, white wash and infrastructure updation as per the requirements of the departments.	After renovation, repair, whitewashing and furnishing of the building vacated by school, departments and classes of Commerce, Management, Economics and Mathematics were shifted to it.
20. Constitution of committees for nurturing, caring, strengthening & development of infrastructure and laboratories of three newly started B.Voc. programs of	Four committees were constituted for smooth running, acquisition of infrastructure and for all type of purchases for these programs from time to time.

Software Development, Journalism & Multimedia Technologies and Nutrition and Health Care Science as well as already running B.Voc Course of MLMDT. These will be responsible for smooth running, acquisition of infrastructure and for purchases for these programs from time to time.	
21. To provide winter uniforms to all the security guards.	Security guards were provided winter uniforms.
22. To conduct a Student Survey to collect the feedback from the students regarding online/offline conduct of classes in college.	An online Student Survey was conducted from 27th January to 3rd February 2021 in which 905 students gave their views and consent for online/offline classes. A significant proportion of students (41.5%) opted for online classes.
23. Submission of AQAR-2019-20	AQAR-2019-20 was submitted on 20/5/2021 after getting it approved by Academic Council of our college.
24. Organization of Annual Sports Meet in the open college grounds at somewhat smaller scale observing strictly the Covid-19 guidelines.	Organization of Annual Sports Meet was extended from two days to four days i.e. from 16th March 2021 to 19th March 2021 in order to keep the gathering small. Covid guidelines were strictly followed during the event.
25. Organization of Corona Testing Camp for all the staff members in the college.	A camp regarding COVID-19 Testing was organized on 3rd May in the college in association with Civil Hospital Barnala. In this camp all the staff members got themselves tested for Covid.
26. Organization of a training Workshop by Computer Applications department for the training of Admin staff and teaching staff to make them familiar regarding all the aspects of software, thus enabling them to upload data on the portal so that from 2021-22 session students' admissions may be done using online Mastersoft software.	Computer App. Deptt. in association with Admin Deptt. organized a Workshop from 17th March to 29th March 2021 for the training of Admin staff to make them familiar regarding all the aspects of the online Mastersoft software. Another two Weeks workshop from 17th March to 29th March 2021 was conducted for teachers to train them in admission process and maintenance of examination records using online software.
27. Arranging the conduct of 2-3 days workshop in association with Mastersoft in the college for the concerned admin, exam and teaching staff to train them and	College in association with Mastersoft company conducted 3-days Workshop from 30th March to 1st April 2021 in the college. Mastersoft ERP Solutions Pvt. Limited Nagpur, deputed Sh.

clearing of doubts of different utility modules of the software.	Tushar S. Shirsale Software Trainer for this workshop.
28. Customization of software as per the needs of our institution.	The online software was customized by Mastersoft to a larger extent as per the needs of our institution.

The house appreciated the efforts for the well execution of the plan for the year 2020-21. There being no other matter, the meeting ended with vote of thanks by the Coordinator.

Approved

Dr. Rama Sharma
Principal
IQAC Chairperson

Signed

Dr. Rajesh Gupta
Associate Professor
IQAC Coordinator